
From: SCHOOL FINANCE [INBOX]
Sent: Tuesday, July 22, 2008 11:15 AM
Subject: STaR Team SAIS Bulletin No. 1 (FY09)

You are receiving this message because you have subscribed to the STaR Team e-mail distribution list for SAIS Information and Updates.

Please do not reply directly to this message.

Arizona Department of Education
System Training and Response (STaR) Team
<http://www.ade.az.gov/schoolfinance/star>

STaR Team SAIS Bulletin No. 1 (FY09) – Guide to Self-selecting Appropriate SAIS Training
Tuesday, July 22, 2008

The System Training and Response (STaR) Team offers a variety of training opportunities designed to support end users of the Student Accountability Information System (SAIS) in their efforts to ensure that the data that reside in SAIS for a particular educational entity are complete, accurate and integrity error free by ADE specified deadlines. ["Guide to Self Selecting Appropriate SAIS Training"](#) is intended to assist individuals, especially those who are new to the processes of collecting, submitting and/or verifying SAIS Student Detail data, to select appropriate training from the events scheduled for Fiscal Year 2009 based on the individual's reporting responsibilities and experience.

The ["Guide"](#) is available for download at <http://www.ade.az.gov/schoolfinance/star>

Self-selecting appropriate training requires four steps.

1. **Identifying your reporting responsibilities** – Involves selecting a statement from the ["Guide"](#) that best describes your particular responsibilities as they relate to managing SAIS data.
2. **Review recommendations** – We recommend a series of workshops for users depending upon their reporting responsibilities and level of experience.
3. **Review and select appropriate training opportunities** – We have included details about each of the training events planned for the year.
4. **Follow registration procedures and/or review timelines** – Registration is underway for "Introduction to SAIS." The ["Guide"](#) provides detailed information on how to register for "Intro" and when registration materials will be available for all other training events.

Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at <http://www.ade.az.gov/schoolfinance/star> and click on "Request for SAIS Training and Assistance."